

Human Resources

Model APF Employee Advice Letter

«Title». «FirstName» «LastName»
 «Address1»
 «Address2»
 «City», «State» «PostalCode»

Dear «Title». «LastName»,

The purpose of this letter is to advise you that the Army is implementing Uniform Funding and Management (UFM) for Morale, Welfare, and Recreation (MWR) programs at *(your location)*. Under UFM, Appropriated Funds (APF) and Nonappropriated Funds (NAF) merge so that MWR services are delivered under NAF rules and procedures. A single NAF management process will be used for the procurement of goods and services, personnel staffing, management reporting, and accounting. Once fully implemented, this will eliminate the inherent inefficiencies of operating MWR with duplicative APF and NAF systems.

UFM implementation ultimately will result in an all NAF MWR workforce throughout Army MWR programs. This will occur through two means. The first is that all positions currently occupied by civil service APF employees will convert to NAF positions whenever the APF employees elect to leave or vacate their positions. Once converted, such positions will be recruited and filled only as NAF positions. The second is by voluntary conversion of civil service APF employees to NAF in their current positions. By law, employee conversion from APF to NAF in their current position under UFM is voluntary, and no APF employee will be forced to convert to NAF.

On *(date)*, there will be a town hall meeting at *(building/location)* to explain UFM in more detail and to answer any questions you may have. As a civil service employee, you may have many questions about how UFM will impact you and your job. You also may have many questions about what happens to benefits and other entitlements when employees voluntarily elect to convert to NAF under UFM. While the meeting will provide you detailed information, you are also encourage to access an Employee Information Guide in advance to help you better understand UFM. This guide is available on the World Wide Web at www.ArmyMWR.org under HumanResources, UFM Section. A paper copy of this guide will be provided to you at the meeting.

We strongly encourage you to take advantage of this opportunity to become informed about UFM and to consider conversion to NAF. Please make plans to be there. Should you decide that you wish to convert to NAF, you will be required to sign the enclosed APF Employee UFM Consent/Declination Statement. If you are unable to attend the seminar and are interested in learning more, please contact *(name of contact)* at *(office phone number)*, or by email at *(email address)* for more information.

Sincerely,

I. M. Incharge
 Senior MWR Official
 - or -
 Garrison Commander